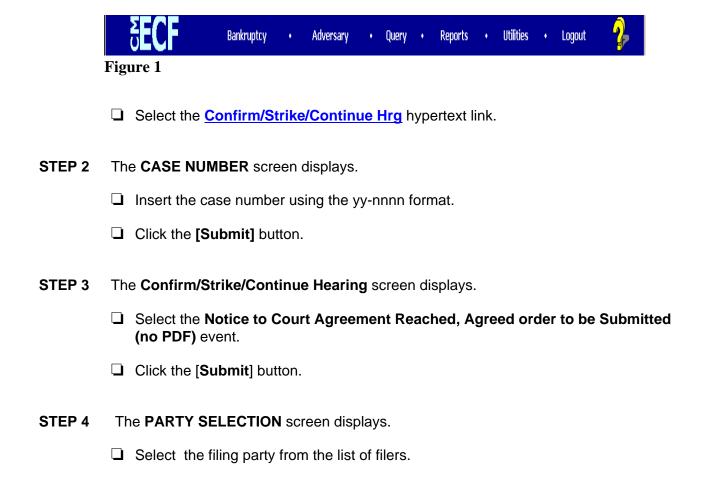
Notice to Court Agreement Reached, Order to be Submitted

This process shows the steps to create a text only entry on the ECF docket to notify chambers and ECF participants to the case that a hearing noted on a calendar will not be held. It eliminates the need to e-mail or telephone a judge's chambers. A Notice to Court Agreement Reached, Agreed Order to be Submitted should be made when the parties have reached an agreement in a matter and a court appearance is no longer required.

Review the Received Unsigned Orders lesson of this guide for step-by-step instructions in filing the order.

STEP 1 Click the Bankruptcy hypertext link on the CM/ECF Main Menu Bar. (See Figure 1)



	☐ Click the [Submit] button.
STEP 5	The DOCUMENT LINKING screen displays.
	☐ Click the checkbox of the motion AND each checkbox for ALL applicable events to select them.
>	NOTE: An applicable event would be any event that sets the hearing, including an objection that sets a hearing.
	Selecting all applicable entries is CRITICAL for the matter to be displayed on the judge's calendar
STEP 6	The HEARING CONFIRMATION screen displays.
	☐ Enter the date of the scheduled hearing.
	☐ Click the [Submit] button.
	☐ Click the [Submit] button.
STEP 7	The FINAL TEXT screen displays.
	Review the Docket text for accuracy.
	Use the Back button, if necessary, to return to previous screens to make corrections.
>	Clicking the Bankruptcy menu option prior to the final [Submit] aborts the transaction and allows you to begin again.
	If, after review, the information is correct, click on the [Submit] button.
STEP 8	The NOTICE OF ELECTRONIC FILING screen displays.
	☐ Click the Print icon on the browser to print the notice. (Optional).
	☐ Click File on the browser button and choose Save Frame to save a copy of the notice for your records.
➤ Review	w the Calendar Events Report to verify the entry.

STEP 9	Click the Reports hypertext link on the CM/ECF Main Menu Bar.
	☐ Select the Calendar Events hypertext link.
	☐ The Calendar Events screen displays.
	 Enter the appropriate case number using the yy-nnnnn format. Enter the scheduled hearing date in the Set fields. Click the Notice to Court Agreement Reached, Agreed Order (no PDF) radio button. Click [Run Report].
	☐ The Calendar Reports screen displays.
	A docket entry should display on the report.